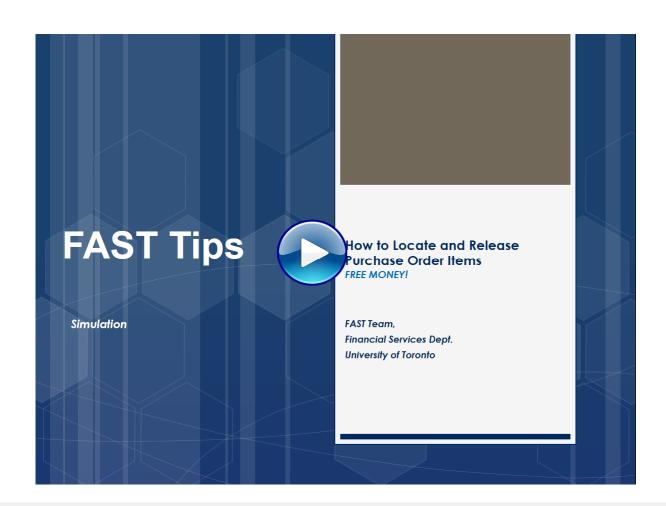


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Have your Operating Payroll Reserves Caught up to 2019?

As mentioned in our previous issue, payroll postings and reserves for future salary and benefits costs for Fiscal 2019 will not be reflected in the FM operating account until the monthly payroll program was run on May 23, 2018. It is important to verify the payroll reserves amounts to ensure that funds availability reporting is accurate. The process of checking payroll reserves should be incorporated in the monthly reconciliation process.

What G/Ls do I use when I determine that I need to move or reallocate actual HRIS payroll postings?

All the Payroll G/L Accounts beginning with **801*** are setup for **automated HRIS postings only**, hence when you try to make a correction entry using the 801* GL Account the system will stop you. The below table provides a list of Non-HRIS payroll GL accounts that can be used for moving/reallocating actual payroll postings.

| HRIS Payroll Actual Posting | Corresponding reallocation Non-HRIS account |
|---|---|
| 801010: Pay:Academic | 800100: Comp: Acad: General |
| 801110: Pay:Casual Acad. | 800100: Comp: Acad: General |
| 801270: Pay:Teach Assist. | 800114: Comp:Ac:UnionTA's |
| 801030: Pay:Research Associate | 800115: Acad:Res Associate |
| 801170: Pay:Casual Res.Asst. | 800118: Acad:Res Assistant |
| 801160: Pay:StipendTeaching | 800119: Course Stipend: Genrl |
| 801165: Pay:Sessional Lectrs | 800240: Comp:Ac:Lect/DirFees |
| 801020: Pay:Librarians | 800320: Comp:Ac: Librarians |
| 801040: Pay:Admin | 800422: Comp:Admin:General |
| 801140: Pay:Casual Admin. | 800422: Comp:Admin:General |
| 801050: Pay:Union Compensation | 800621: Comp:Union:General |
| 801150: Pay:Unions - Temp. | 800622: Comp:Union part-time |
| 801310: Pay:Canadian Undergraduate | 800751: Salary:Cdn Undergrad |
| 801320: Pay: Canadian Graduate Student | 800752: Salary:CDN-Graduate |
| 801330: Pay:Canadian Post Doctoral Fellow | 800753: Salary:Cdn Postdoc |

You may also choose to use the generic reallocation accounts - **800990: Payroll Reallocation** and **800999: HRIS-Ben Reallocate**, in scenarios where:

- 1. there is no one to one match between an 801* payroll account and 800* Non-HRIS payroll reallocation account. **OR**
- 2. a detail breakdown of payroll or benefit re-allocations is not required.

Learn More:

- QRG: G/L Account List with Additional Text
- QRG: Internal Revenues/Internal Expense Recoveries

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session

Location: 256 McCaul St, room 103

Thursday, June 14th | 12:30pm - 2pm | FIS, HRIS

Tuesday, June 26th | 11:30am - 1pm | FIS

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